

**TENNESSEE ASSOCIATION OF BROADCASTERS  
2024 ONLINE PUBLIC INSPECTION FILE CHECKLIST**

This checklist is specifically prepared for full-service radio and television stations licensed to Tennessee. In addition to these requirements, Class A TV stations must include sufficient documentation to demonstrate continued eligibility for Class A status in their public files. This checklist assumes station license renewals have been granted. Most Tennessee Television License Renewal applications should have been granted on or about August 1, 2021, and Tennessee Radio License Renewal applications should have been granted on or about August 1, 2020.

All radio and TV stations must upload all public file materials to the FCC's **Online Public Inspection Files (OPIF)** at: <https://publicfiles.fcc.gov/>. Unless otherwise noted, documents must be retained for the license term but may be removed once a license renewal grant is final.

**Note: All electronically filed applications and reports, which are listed in categories below preceded with a "(†)", are automatically uploaded to the OPIF by the FCC.** Any applications or reports not filed electronically, however, must be manually uploaded.

☐ **Station Contact Information:** All stations must list the current licensee or studio address and telephone number, and the email address of the station's designated contact for public file questions. TV stations must also list contact persons for: (1) closed captioning inquiries (with phone number and email address; and (2) carriage election matters (with email address).

☐ **(†) Applications.** All pending applications and related materials, and, if any petition to deny was filed against an application, a statement describing such filing, including the name and address of the petitioner, until final action has been taken on the application. All waiver requests and authorizations must be retained as long as a waiver is in effect. A renewal application granted on a short-term basis must be retained until final action is taken on the next renewal application. Certain station modification applications must also be posted on the station's website.

☐ **(†) The Public and Broadcasting Manual.**

☐ **(†) Contour Maps.** Current service contour maps, prepared by the FCC.

☐ **Annual EEO Public File Reports.** Except for employment units with fewer than 5 full-time employees, licensees must annually post on **April 1<sup>st</sup>**, as listed below, a report which contains: (i) a list of all full-time vacancies by job title; (ii) recruitment sources used to fill each vacancy identified by name, address, contact person and telephone number; (iii) recruitment source that referred the hiree for each full-time vacancy; (iv) total number of persons interviewed for full-time vacancies and total number of interviewees referred by each recruitment source; and (v) list and descriptions of EEO supplemental outreach initiatives. The current year's report must cover the period of **4/1/2023 to 3/1/2024**. The report must also be posted on the station's website, if any.

- ☐ Radio and TV Stations – April 1, 2024 (for 4/1/2023 to 3/31/2024)
- ☐ Radio and TV Stations – April 3, 2023 (for 4/1/2022 to 3/31/2023)
- ☐ Radio and TV Stations – April 1, 2022 (for 4/1/2021 to 3/31/2022)
- ☐ Radio Stations – April 1, 2021 (for 4/1/2020 to 3/31/2021)

**Note:** Per FCC policy, the report may instead cover as early as 3/22/2023 through 3/21/2024 to provide time for preparing and timely filing the report by 4/1/2024.

☐ **Issues/Programs Lists.** Listings of the community issues and the programs that have provided the station's most significant treatment of the issues during each preceding calendar quarter, including time, date, duration, brief description, and title of each program.

2024: ☐ January 10 ☐ April 10 ☐ July 10 ☐ October 10  
2023: ☐ January 10 ☐ April 10 ☐ July 10 ☐ October 10  
2022: ☐ January 11 ☐ April 12 ☐ July 12 ☐ October 12  
2021: ☐ January 11 ☐ April 12 ☐ July 12 ☐ October 12  
2020: ☐ ☐ ☐ ☐

☐ **(†) FCC Form 323 or 323-E Ownership Report.** The most recent FCC Form 323 or 323-E, along with either a list or copies of all contracts and instruments required to be listed in biennial ownership reports, including documents affecting ownership or control (e.g., articles of incorporation, bylaws, loans and security agreements, etc.), television network affiliation agreements, and certain personnel agreements. The list or postings must be kept current with new agreements.

☐ **Materials relating to FCC Investigations or Complaints.** Upload all material relating to pending and resolved FCC investigations or complaints, until notified by the FCC in writing that the material may be discarded.

☐ **Foreign Government-Programming Disclosures.** Upload documentation programming (program name, date/time aired, and text of disclosure) aired during the preceding calendar quarter under an air-time lease agreement that was sponsored, paid for, or furnished by – either directly or indirectly – a foreign government or an agent thereof.

2024: ☐ January 10 ☐ April 10 ☐ July 10 ☐ October 10  
2023: ☐ January 10 ☐ April 10 ☐ July 10 ☐ October 10  
2022: ☐ ☐ April 12 ☐ July 12 ☐ October 12

**Commercial Television Stations Only:**

☐ **(†) Children's Television Programming Reports.**

2024: ☐ January 31 (2023 Annual Report)  
2023: ☐ January 31 (2022 Annual Report)  
2022: ☐ January 31 (2021 Annual Report)  
2021: ☐ February 1 (2020 Annual Report)

☐ **Records on Commercial Limits in Children's Programming.** Records substantiating compliance with children's programming commercial limits and website compliance information must be uploaded on the same schedule as Children's Television Programming Reports.

☐ **Current Must Carry/Re-Transmission Consent Election Notices.**

**Noncommercial Educational (NCE) Stations Only:**

☐ **Donor Lists and Third-Party Fundraising.** For a period of 2 years, NCE stations must maintain updated lists of donors for specific programming, and information on 3<sup>rd</sup> party fundraising, which must be uploaded on the same schedule as Issues/Programs Lists.

**Commercial Stations Only (TV/ Radio):**

☐ **Time Brokerage and Shared Services Agreements.** Time brokerage agreements (for both radio and television stations); HD radio subchannel agreements; and (for TV only) digital multicast/channel share agreement and station shared services agreements, if any.

☐ **Station Website Link.** A link from the home page of a station's website (if any) to the station's OPIF, and contact information for the station's representative that can assist persons with disabilities.

☐ **The Political File.** Political candidate time requests, sponsorship identification for political matters of national importance, ancillary documents, disposition of **requests** records, and records of candidate free time. **Note: Materials must be uploaded to station's OPIF by the next business day and must be retained for 2 years.**

**Class A TV Stations Only:**

☐ **Documentation of Class A TV Continuing Eligibility.** Uploaded on the same schedule as Issues/Programs Lists.